Welcome and Introductions

▶Introductions

▶Virtual Housekeeping Items

▶Lunch Break

▶Ask Questions

▶Kahoot!

WE'RE SO GLAD YOU'RE HERE!

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Goals for Training

- Provide a general overview of application process
- Timeline of when things happen
- Understanding vehicle inventory, capital requests, and agency Budget/OARs
- PTMS Demonstrations – using the different modules
- New Checklists – tool to help you complete a perfect application!!! **100%**

The Annual Application

▶ The Office of Passenger Transportation (OPT) of the Michigan Department of Transportation (MDOT) distributes federal and state funds for the provision of local public transit services. The annual application is the agency's portal to those funds.

▶ Application Instructions for Public Transit Programs

 -All documents required for a complete application can be found on the Public Transportation Management System (PTMS) and on OPT's web page.

Application Instructions

Statewide Transit Agency

▶ **Profile**

▼ **Application**

» **Checklist**

» **Capital Request**

» **Annual Budgeted OARs**

Application Year: 2023

Annual Application Instructions Click on the **Help** button above for more details.

Save

REGULAR SERVICES - DUE FEBRUARY 1
Required Actions in PTMS

☐ Update Profile Screen

☐ Update Vehicle, Facility, and Equipment Inventories*

Create and Complete the FY 2023 Application Module

Also found on the OPT website at: www.michigan.gov/mdot/

Select: Office of Passenger Transportation, then

Resources   Applications & Forms   GO

Application Instructions
Sections of Manual

▶ General Information – acronyms, definition of terms, laws and regulations, contact info, program descriptions (funding types) and eligible applicants

▶ Application Requirements by program

▶ Instruction for TA Forms

▶ Appendixes – RPA/RTF contacts, MPO map and contacts, replacement schedule for capital items, eligible projects, etc.

▶ Frequently Asked Questions

The Application Process
General Overview

▶ Application for FY23 is now available in PTMS. Letter highlighting major changes from FY22 instructions went out in email 10/6/21.

▶ Complete pre-application tasks (pre-planning can take place before you begin your application)

▶ Apply for all agency operating and capital needs

▶ App completed and submitted in PTMS (Public Transportation Management System)

The Application Process
General Overview *(continued)*

▶ Application DUE from agencies **February 1st**

▶ Project Manager (PM) reviews and provides comments and recommendations to agency within 60 days. PM assists agency with corrections needed prior to submission of final application to OPT management for further review.

▶ Comment letters are sent to agencies once final review is done.
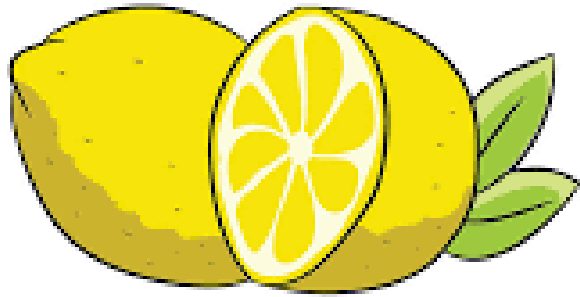
EASY PEASY LEMON SQUEEZY

With all that said, it may seem like a somewhat straightforward process, however, the following slide is a screenshot of all the steps that are completed internally AFTER you receive your application comment letter.

From Spring 2022 (comment letters sent) through August/September 2023 (final capital grant funds are awarded), this is what we are doing at MDOT/OPT "Behind the Curtain"…

Behind the Curtain
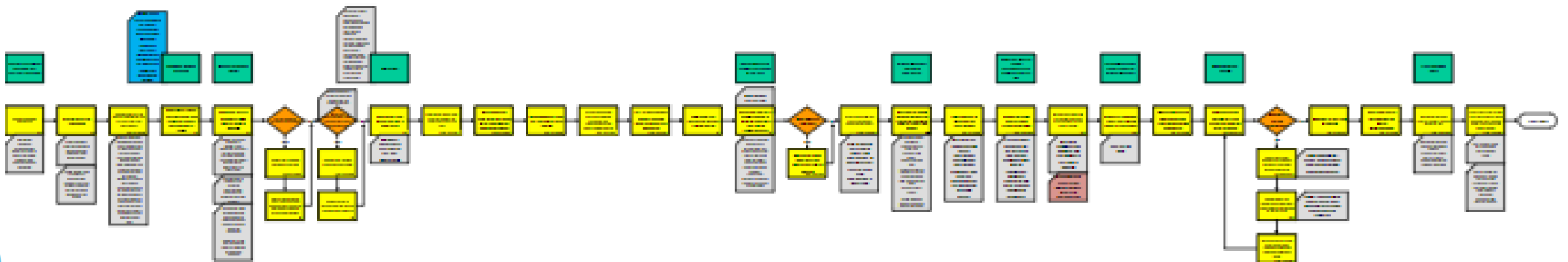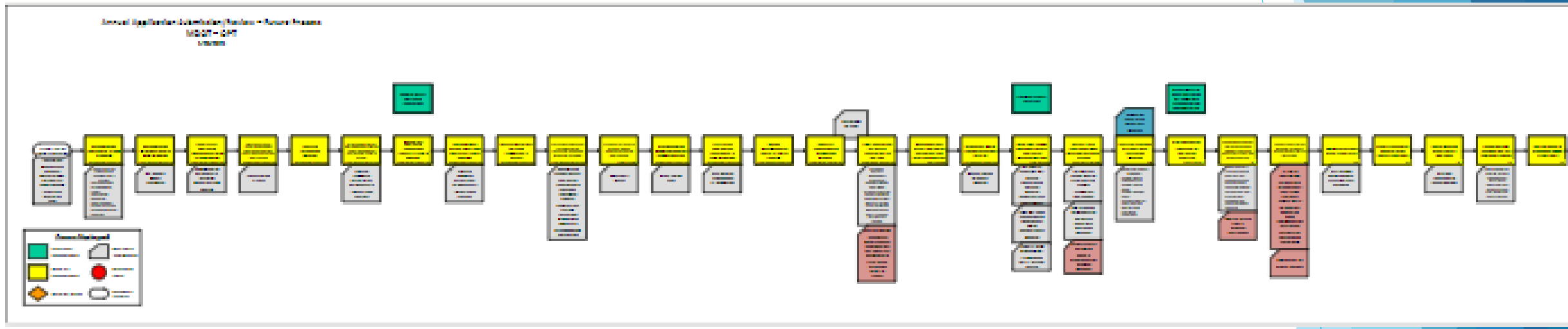
FY2023 Annual Application Instructions LETTER
Dated: October 6, 2021

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

GRETCHEN WHITMER
GOVERNOR

PAUL AJEGBA
DIRECTOR

October 6, 2021

To: Act 51 Transit Agencies and Michigan Tribal Governments

Subject: FY 2023 Application Instructions for Public Transit Programs Administered by the Office of Passenger Transportation (OPT)

The FY 2023 Application Instructions for Public Transit Programs is now available on our website at: www.Michigan.gov/MDOTOPT, "Resources," "Application & Forms." You may click on the desired content, and when finished you can use the back arrow button to return to the main content page. You may also click on the title to open the entire application instructions document.

The FY 2023 application modules in PTMS should be available on October 18, 2021.

FY2023 Annual Application Instructions LETTER
Dated: October 6, 2021

The FY 2023 application modules in PTMS should be available on October 18, 2021.

Major changes between the FY 2022 application instructions and the FY 2023 instructions include:

Internet Browser Requirements
In order to complete your application in PTMS, you must use the correct browser. **Microsoft Edge is required.** If you use Internet Explorer (IE), please note that Microsoft has announced the official end date of IE, June 15, 2022. This change can be found on P.1.

Application Due Date Changed to Feb. 1, 2022.

Updating Vehicle, Facility, and Equipment Inventories
This statement has been added on P.4, B. Updating Vehicle, Facility, and Equipment Inventories section, item 1): "Update number of spare vehicles and vehicles required for peak service. The vehicle spare ratio rate will be automatically updated accordingly." Also, the numbering format has been used in the entire section and some language has been re-worded to improve clarity.

FY2023 Annual Application Instructions LETTER
Dated: October 6, 2021

Operating Assistance Program
Percentages were updated to reflect FY 2023 estimates. When preparing your FY 2023 application, use **34.9854 percent** of total eligible expenses for rural areas and urbanized areas (UAs) with a population under 100,000 and **29.5143 percent** of total eligible expenses for UAs with a population over 100,000. See this update on P. 8.

20 Percent Spare Ratio and New Vehicle Replacement Process
This language has been added on P.12: "Funds administered by MDOT will use 20 percent spare ratio unless justified based on capacity. One-to-one replacement, regardless of size of the vehicle, is acceptable. Replacing one vehicle with multiple smaller ones is allowed if revenue vehicle count during peak hours must increase by one vehicle and justification is provided based on capacity. This is determined at the time of the verification form submittal. Underutilized vehicles still count against the spare ratio."

Statement about Urban Agencies' Capital Replacement Projects
This statement is added on P. 10 under Capital Assistance Program "**Urban agencies:** if FTA approves the replacement projects, MDOT will provide match. While you are still required to submit all your capital requests, OPT will no longer review these requests for eligibility during the annual application process. Urban agencies must follow FTA's guidelines when requesting federal funds for these projects."

FY2023 Annual Application Instructions LETTER
Dated: October 6, 2021

Other Requirements

The following statements have been added on P.11 under "Other Requirements":

• Ensure adequate time to schedule your board meeting so a signed copy of Resolution of Intent is attached by the application due date.

• Coordinate with your local RTF or MPO representative to ensure your RTF, Small Cities, or CMAQ funding request is listed on the S/TIP in JobNet. Ensure Forms 1481 or 1797 are completed and attached in JobNet by an urban area MPO or rural RPA respectively."

Affidavit is added to the published public notice requirement throughout the instructions document:

• **Published** Public Notice (attach in PTMS the affidavit provided by the newspaper or a PDF of the actual published notice from the newspaper).

The following statements have been added on P.11 and P. 20 under "Other Requirements":

• Comments via emails are acceptable due to COVID-19 pandemic.

FY2023 Annual Application Instructions LETTER
Dated: October 6, 2021

New Freedom Expansion Activities
Expansion activities will not be accepted for the 2023 application. The expansion activities are thus removed.

Estimated Vehicle Prices
A note is added at the bottom of P.2 of the Estimated Vehicle Prices: "The price is the base price for Extended (State) Purchase and is automatically populated when you select related fields for the type of vehicle you request in PTMS. You will need to add additional costs in the Additional Options field. For a Local Purchase or using RTF, Small Urban, or CMAQ funding that has a predetermined amount, you can use the local purchase radial button and enter the exact amount of funding that is allocated to your agency."

FY2023 Annual Application Instructions LETTER
Dated: October 6, 2021

Reminders:

Proper Utilization of Vehicles
If requesting vehicles, MDOT will review revenue vehicles to ensure proper utilization. Vehicles are expected to be driven at least 10,000 miles per year to be considered properly utilized. Vehicles being driven less than 10,000 miles per year may not be eligible for replacement. **In FY 2023 this requirement is being waived due to COVID-19 pandemic.** This is stated on P. 13, item d.   NOTE: should be page 12, item d.

LAC Meeting Minutes Signed by LAC Chairperson or Authorized Substitute
As specified in Part IV, P. 12 of the Instructions for TA Forms and Related Requirements of the instructions document, "Ensure adequate time to schedule your LAC meeting before the application due date. A copy of the minutes from the meeting where the plan or amendment/update was reviewed and discussed by the LAC should be signed by the LAC chairperson or an authorized substitute and attached in PTMS."

FY2023 Annual Application Instructions LETTER
Dated: October 6, 2021

Published Public Notice

As specified in Part IV, P. 6 – P.7 of the Instructions for TA Forms and Related Requirements, the public notice must be published in major newspapers of the applicant's service area and must invite comment. All operating and capital funding requested in the current annual application needs to be included the public notice. It is recommended for agencies to send the public notice proof to their project manager for review before publication. **If there are significant changes to the budget and programs in which you are applying for, you will need to publish another public notice.**

Agencies with access to PTMS must submit their Annual Application using PTMS on the website. Both PTMS and PTMS Help Guide can be accessed on OPT's website, at www.Michigan.gov/MDOTOPT, under "PTMS." The PTMS Help Guide is also available within PTMS. All application forms are accessible in PTMS.

To view the transit agency (TA) forms prior to FY 2019 applications in PTMS, Adobe Reader software is recommended, and IE is required. To download the Adobe Reader software, go to https://helpx.adobe.com/reader/get-started.html.

FY2023 Annual Application Instructions LETTER
Dated: October 6, 2021

For Section 5310 and SDNT applicants without access to PTMS, the required application forms are available on OPT's website, at www.Michigan.gov/MDOTOPT, under "Resources," "Applications & Forms." You will need to have Internet Explorer 10 or 11 to open these PDF forms. If you wish to open these forms in Google Chrome and Microsoft Edge, follow these steps.

The FY 2023 Local Public Transit Revenue and Expense Manual (R&E Manual) is available to help you prepare your FY 2023 budgeted Operating Assistance Report(s). To view the R&E Manual, go to www.Michigan.gov/MDOTOPT, "Resources," "Audit/Accounting Information."

If you do not have Internet access and would like a hard copy of the FY 2023 Application Instructions document, forms, or R&E manual, please contact Betsy Simon at 517-335-4971 or SimonB5@Michigan.gov.

Sincerely,

Jean Ruestman, Administrator
Office of Passenger Transportation

7 NEW Checklists
One for each funding program!

- ▶ Regular Services
- ▶ Specialized Services
- ▶ 5310
- ▶ JARC
- ▶ New Freedom
- ▶ SDNT
- ▶ Marine
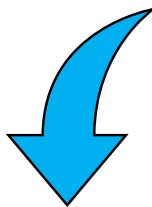
Always refer to the
Application Instructions and
PTMS Help Guide for complete
guidelines and instructions.

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NEW Checklists

WHY?

For the past two years, OPT has been monitoring the annual application process specifically to identify ways in which we could streamline the process, enhance the resources and tools already developed, and curb some of the common finding errors.

New checklists were developed as an additional tool to assist agencies with completing a more accurate and complete application.

Ever wish you had a list of what your Project Manager looks for in the app review?

▶ New checklists were developed specifically from the Project Manager review checklists and common findings documents (what PMs look for and common mistakes made by agencies)

▶ Includes pre-application/pre-planning items to help agencies better prepare

▶ Are in the order of how an agency completes the application

▶ Separate checklist for each funding program/type

▶ Expands upon the basic checklists in PTMS (shown on next slide)

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Statewide Transit Agency

- ▶ **Profile**
- ▼ **Application**
  - » **Checklist**
  - » Capital Request
  - » Annual Budgeted OARs
  - » TA Forms
  - » Attachments
- ▶ **Vehicles**

PTMS - Annual Application Checklist

Application Year: 2023

Annual Application Instructions Click on the **Help** button above for more details.

[Save]

REGULAR SERVICES - DUE FEBRUARY 1
Required Actions in PTMS

☐ Update Profile Screen

☐ Update Vehicle, Facility, and Equipment Inventories*

Create and Complete the FY 2023 Application Module

☐ Submit Annual Budgeted OAR(s)

☐ Complete and Save Capital Request(s)

☐ Complete and **Save** TA Forms

☐ Attach any support documents, signed Contract Clauses Certification and Resolution of Intent forms

☐ Submit and PIN Application

Required TA Forms
Other Requirements

Parts of the NEW Checklist

▶ Agency Pre-Application Tasks/Planning

▶ Application

- Capital Requests
- Budget
- TA Forms
- Other Requirements
- Attachments

▶ **Regular Services**
▶ Specialized Services
▶ 5310
▶ JARC
▶ New Freedom
▶ SDNT
▶ Marine Passenger

PRE-APPLICATION PLANNING
Schedule Meetings

Local Advisory Council (LAC) Meeting:

▶ Schedule LAC meeting to review and discuss Vehicle Accessibility Plan

Board Meeting (no later than early January):

▶ Approve Budget; reviewed and signed Resolution of Intent

▶ Opportunity to sign Contract Clauses form at the board meeting

BOTH MEETINGS MUST BE COMPLETED TO ALLOW ENOUGH TIME TO SUBMIT SIGNED DOCUMENTS <u>PRIOR TO</u> FEBRUARY 1st APPLICATION DEADLINE

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PRE-APPLICATION PLANNING
Vehicle Inventory

▶ Update miles between January 1-15 and notify Project Manager (except urban systems)

▶ Vehicles Listing Page (PTMS): Verify Total Spare Vehicles* number is correct *Total Spare Vehicles should equal Total Fleet (not including vehicles in local sale) minus Total at Peak Hour.

▶ Confirm Spare Ratio listed at the top of the Vehicle Inventory page is 20% or less if requesting vehicles; if greater than 20% you can discuss options with your project manager.

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PRE-APPLICATION PLANNING
Vehicle Inventory

▶ Confirm vehicles in "Local Sale" status longer than 90 days are disposed.

▶ All new vehicles entered into PTMS have the "In-Service" date filled in on the Vehicle Characteristic screen.

▶ All vehicles have been driven a minimum of 10,000 miles in the past year (requirement waived with FY23 application)

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PRE-APPLICATION PLANNING
Capital Requests

- ▶ Before drafting capital requests, identify four years' worth of RTF/STBG, CMAQ, or Small Urban funding; if requesting vehicles, identify which vehicles are eligible for replacement (Project Managers will provide agency with vehicle inventory spreadsheet to assist). Coordinate with RPA or MPO representative to confirm they are correctly listed on the S/TIP in JobNet.

- ▶ Master list of projects and when they are funded

- ▶ Keep track of what's on your illustrative list

PRE-APPLICATION PLANNING
Equipment & Facilities Inventory

▶ All new equipment over $5,000 is entered into PTMS.

▶ Any new facility construction/improvement projects over $5,000 are entered in PTMS.

▶ Update improvements tab for any items paid locally

▶ Review all items shown on equipment list; items with a Remaining Service Life (RSL) of zero or negative # can be disposed; complete Equipment Disposal Form and send to PM to request disposal

▶ Good to have the equipment module updated as the Compliance Analyst will pull items from here to review

PRE-APPLICATION PLANNING
Additional Tasks

▶ Use the Public Notice Sample Template to ensure correct standard language is included.

▶ Review and update "Profile Screen" in PTMS to ensure accuracy of DUNS number, contact information, and reflect any new staff changes.

▶ Review and update agency website to ensure accuracy of service and routes.

Capital Requests

Statewide Transit Agency

▶ **Profile**

▼ **Application**

» Checklist

» **Capital Request**

» Annual Budgeted OARs

» TA Forms

» Attachments

All eligible capital items for the next four years need to be entered as a capital request.

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Capital Requests

▶ For planning purposes, FTA requires four years of capital requests be applied for. Out years (not the application year), do not need to be formal requests and can be revised in the application year.

NOTE: Agencies in an MPO region should only include capital requests reasonably expected to be funded, as well as all continuation operating funding.

▶ Confirm all items being requested from replacements are eligible based on useful life of age and/or miles; enter the justification of eligibility and vehicle number in the comment box for each capital request.

Capital Requests *(continued)*

- If previous year requests are still needed, requests must be entered individually.

- Select the correct funding source (program) from the drop-down list in the application. Most capital requests for rural agencies will fall under 5339 – bus and bus facilities funding; and 5307 for urbans. Choose STBG(STP) for Rural Task Force and Small Urban projects. 5311 capital should only be used if moving a portion of 5311 operating to capital. 5310 funding is used primarily for non-profit agencies providing specialized services but may also be distributed by OPT to rural agencies with substantial senior/disabled trips.

- Select the dollar amount and vehicle type under Vehicle Purchase Request Form section (Agencies that have a set dollar amount of funding should use the Local button instead of the Extended Purchase button and enter in the exact amount getting funded through Rural Task Force, CMAQ, or Small Urban projects).

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Capital Requests *(continued)*

▶ If applicable, ensure that requested projects match JobNet.

▶ Any vehicles being requested for replacement for the first time in the application year, go to Vehicle Inventory under the Financials tab and fill in 'Replacement Requested' (VRR) for the application year ONLY. Example: For the FY2023 application, "2023" will be entered for VRR for any vehicles that this is the FIRST year the agency is requesting replacement for that vehicle. DO NOT CHANGE any previous year VRR fields.

Budget and Creating a NEW Annual Budgeted OAR

Statewide Transit Agency

▶ **Profile**

▼ **Application**

» Checklist

» Capital Request

» **Annual Budgeted OARs**

» TA Forms

» Attachments
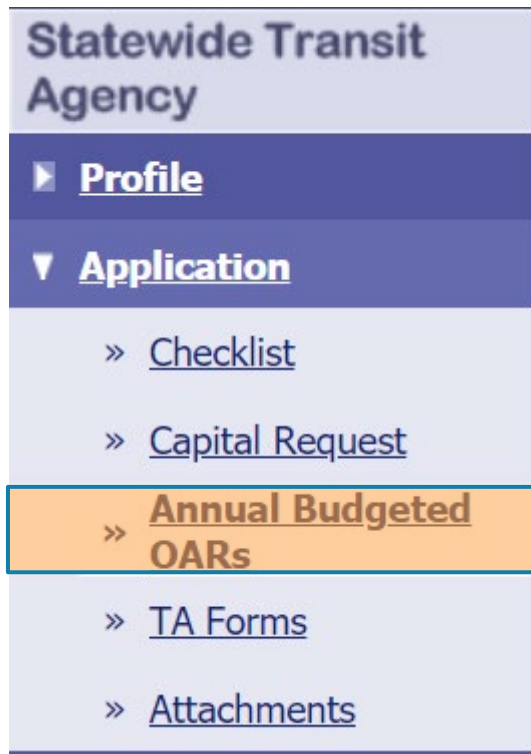
A separate OAR must be completed for each type of operating assistance being requested

- **Regular**
- JARC (Job Access Reverse Commute)
- New Freedom
- Specialized Services

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Creating a NEW Annual Budgeted OAR

▶ New Button- to create the Budgeted OAR

▶ Should be reasonable based on past trends unless new service

▶ Review last year's budget

▶ Record ineligible expenses for pertinent revenues (sales of maintenance, RTAP, refunds and credits, etc.).

▶ Back out all ineligible expenses- refer to R&E Manual-At A Glance

▶ Include name of agency or type of contract in contract revenue fields (required for reconciled)

Creating a NEW Annual Budgeted OAR

▶ If budget is 15% or more than last years reconciled OAR or if expenses exceed revenue, include explanation in the comment box on the summary page.

▶ State/Federal operating must equal eligible expenses x % provided by OPT in annual application letter

▶ Applicable numbers on non-financial schedule match any TA forms that reference this information.

Submitting and Revising the Annual Budgeted OAR

▶ REMEMBER to put the Annual Budgeted OAR in SUBMIT mode in PTMS. This should be done BEFORE the entire application is submitted.

▶ The annual budgeted OAR can be revised in August when OPT will send out a notice that budgets can be revised and a deadline date. Agency will notify Project Manager that they need to revise budget; budget will be put in resubmit mode. NOTE: If there is a significant change to the agency budget, a new resolution of intent and republished public notice will need to be attached to the application.

Regular Service

Resources

Audit/Accounting Information ▾ [GO]

Audit/Accounting Information

Local Public Transit Revenue and Expense Manual:

FY 2023 Local Public Transit Revenue and Expense Manual
FY 2022 Local Public Transit Revenue and Expense Manual
FY 2021 Local Public Transit Revenue and Expense Manual
FY 2020 Local Public Transit Revenue and Expense Manual
FY 2019 Local Public Transit Revenue and Expense Manual

Reconciliation of FY 21 State Operating Assisstance

Specialized Services Manual

Cost Allocation Listing
Listings of Useful Lifes
Formula Distribution Percentages

Audit Information:

FY 2021 Audit Information for September 30th Year End
FY 2021 and FY 2020 Audit Information for June 30th Year End
FY 2021 and FY 2020 Audit Information for December 31st Year End

Audit Guide for Transportation Authorities
Audit Guide Checklist
Catalog of Federal Domestic Assistance

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R&E Manual – At A Glance

REVENUES:

Code	Description		Amount Description	Notes
40100	Passenger Fares		Per passenger Fare "farebox"	MUST BE open to general public
40102	Deviated (Flex) Route Pass. Fares		Passenger Fares collected from the Deviated Route service	Same at 40100
40400	Package Delivery/Meal Delivery Prgm	*	Incidental, packages, Meals on Wheels	Exp. inelig. under 55008
40500	Charter Service	*	**SEE MANUAL and PM**	Exp. inelig. under 55015, report hours, miles on non-fin (630, 631)
40610	Concessions	**	candy $$, newstands, etc.	Exp. inelig. under 55010
40615	Advertising		signs on bus & property	Exp. inelig. under 56002, need comment
40620	Intercity Ticket Sales		Greyhound, Indian trails ticket sales	
40699	Other Auxiliary Transportation Rev		catch all! Explain in comment field	Exp. inelig. under 55010 or **comment**
40710	Sale of Maintenance Services	*	svc to non owned vehicles, equip.	Exp. inelig. under 56001 **or comment**
40715	Rental of Revenue Vehicles	*	$$ from renting revenue vehicles to others	Exp. inelig. under 56004 **or comment**
40720	Rental of Bldgs or Other Property	*	$$ from renting bldg/property to others	Exp. inelig. under 56004 **or comment**
40725	Parking Lot Revenue	*	$$ from parking fees other then park & ride	Exp. inelig. under 56004 **or comment**
40760	Gains from the Sale of Capital Assets		$$ from sale of asset. Do Not use if property exchanged.	itemize gains w/price, gain. See maual
40799	Other NonTransportation Revenue	**	catch all! Explain in comment field	Exp. inelig. under 55010 **or comment**
40800	Taxes Levied Directly for/by TA		e.g. millage (property tax)	
40910	Local Operating Assistance	**	$$ recd from local govt. other then tax in 40800.	CAP needed if include value of goods/service recd from local unit.

Includes: Revenues, Expenses, Ineligible Expenses, and Nonfinancial Schedule Report Codes

TA Forms and Requirements

Agency chooses the radio button for the type of application being submitted:

Statewide Transit Agency

▶ **Profile**

▼ **Application**

» Checklist

» Capital Request

» Annual Budgeted OARs

» **TA Forms**

» Attachments

Application Year: 2023

Application Type:

◉ Regular Service

○ Specialized Services

○ Section 5310

○ Job Access and Reverse Commute (JARC) Activities

○ New Freedom (NF) Activities

○ SDNT

○ Marine Passenger/Ferry Boat

○ Intercity Service - Capital

○ Intercity Service - Operating

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TA Forms and Requirements

Each radio button displays the TA forms required under that application/program type.

TA Form Types:	
5333(b) Labor Warra.	View Form
ADA Complaint Info	View Form
Contract Clauses Cert	View Form
Coordination Plan	View Form
FTA Cert. and Assur.	View Form
Resolution of Intent	View Form
State Cert. and Assur.	View Form
Title VI Info	View Form
Vehicle Access Plan	View Form

- Sample of Public Notice (click here to view a sample)(Attach in PTMS a copy of the **published** public notice)

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TA Forms

- If a TA form is needed for more than one application/program type, you will only need to complete it once (it will auto populate in the other types).

- Based on how a question is answered, additional information may be needed, and a separate question may open.

TA Forms

- Each form must be submitted separately. If there is an error, they will be listed at the top of the form when you try to submit.

- If you want to complete all the forms under the application type, without having to reselect the type radio button, right click in the form and select BACK. That will take you back to the forms for the same funding type without having to reselect every time.

TA Forms and Requirements

▶ **Section 5333(b) Labor Warranty TA Form**

- ✓ Research and update other transportation providers as necessary. List all transportation providers in area EXCEPT for school bus transportation providers- OPT will check providers

▶ **ADA Complaint Form**

- ✓ If FTA or MDOT Compliance Review completed in last year, include the following in the summary: date of FTA/MDOT review and ADA policy approval date.
- ✓ If there was an ADA complaint in the last fiscal year, identify and describe on form.
- ✓ OPT collects ADA complaint info from TA forms for FTA State Management Review

TA Forms and Requirements

▶ **Contract Clauses Certification**

- ✓ Verify form is signed by the person with authority to sign contracts.

- ✓ If agency has more than one authorized signer, only ONE is required. If agency has 2 legal entities in which they receive funding (i.e., Board of Commissioners, Corporation, etc.) two separate forms are needed.

- ✓ Sign copy and upload under attachments. Electronic signatures are acceptable.

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TA Forms and Requirements

▶ **Coordination Plan for Local Bus Operating Assistance Update**

✓ Provide adequate detail and current year agency coordination services.

✓ Future year objectives should be reviewed and updated accordingly.

✓ Do not copy and paste from prior year application.

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TA Forms and Requirements

▶ **FTA Certifications and Assurances**

  ✓ Check box to agree to comply with applicable requirements for categories listed.

  ✓ Since this list can change from year to year, a PDF copy of completed form must be uploaded under attachments. The form does <u>not</u> need to be signed.

▶ **State Certification and Assurances**

  ✓ Check boxes to agree to comply with applicable requirements listed.

TA Forms and Requirements

▶ **Resolution of Intent**

✓ Hold board meeting prior to application deadline of February 1, 2022.

✓ Resolution signed by the secretary of the correct governing body; original copy should have stamped seal and/or authorized signature.

✓ Total expenses listed should correlate with the budgeted OAR(s). If there is a significant difference a new resolution must be completed, or the budgeted OAR(s) adjusted.

✓ Confirm correct legal act formation is listed.

✓ Upload signed copy under application attachments.

TA Forms and Requirements

► **Title VI Information**

- ✓ If agency has had compliance review activity including FTA and/or MDOT compliance review, include the following in the summary: purpose of review, agency performing review, date of review, findings and recommendations as well as a report on status/disposition of such findings and recommendations.

- ✓ Verify date of last Title VI approval (date of letter from MDOT/FTA).

- ✓ If prompted to provide a summary/details with regards to any other questions in this section, confirm that you have included all requested information.

TA Forms and Requirements

▶ **Vehicle Accessibility Plan Update**

✓ Verify LAC membership and number of attendees meets criteria on the highlighted portion of the form showing the MDOT Administrative Rule 202.

✓ Does the list of VAP members listed on update match the membership in the LAC minutes? If no, provide explanation in space provided on VAP update.

✓ Confirm that a member jointly appointed by an area agency on aging attended the meeting.

✓ Each LAC member has a designation in both the "This Member Represents" and "This Member Is" sections.

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TA Forms and Requirements

▶ **Signed minutes of LAC meeting, LAC comments regarding the application and vehicle accessibility plan**

- ✓ Hold LAC meeting prior to application deadline of February 1, 2022.

- ✓ Verify the Vehicle Accessibility Plan (VAP) was discussed at the meeting and included in the minutes.

- ✓ The LAC members listed in the minutes MUST match the VAP TA form; note any absent members in the minutes. Consider identifying other transit staff and guests in the minutes, but list separate from LAC members.

- ✓ Upload signed copy under application attachments; minutes must be signed by LAC member and not agency staff.

TA Forms and Requirements

▶ **Copy of Published Public Notice OR Affidavit of Publication**

✓ Sample Public Notice on the MDOT website

PROPOSED STATE AND FEDERAL APPLICATION FOR OPERATING AND/OR CAPITAL ASSISTANCE

✓ Verify all operating and capital projects you are applying for, under each program, are included and match the capital requests. Do not include other contracts, local funding, or farebox in the public notice.

✓ Title VI language is included.

✓ Correct Fiscal Year application year is shown in the first paragraph.
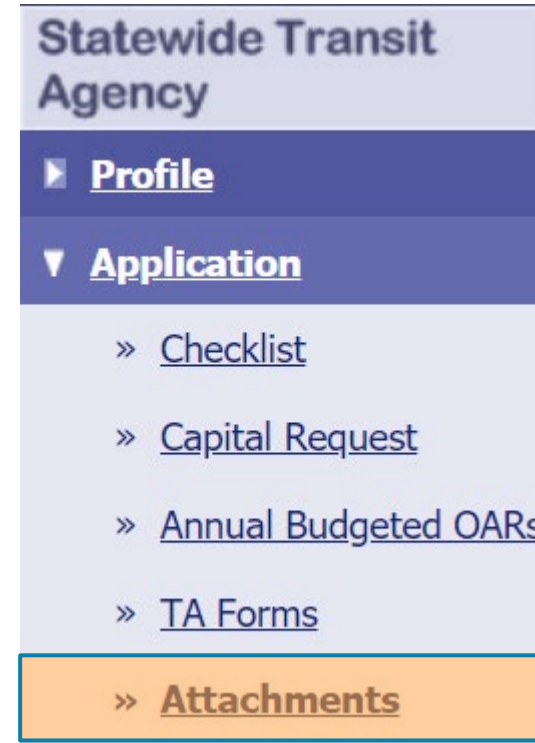
Regular Service

▶ **Copy of Published Public Notice OR Affidavit of Publication** *(continued)*

- ✓ 30-day time frame for public to review is included. The first date is after publication date. The last date for public to notify agency should NOT be before the final date to review application.

- ✓ Send copy to Project Manager to review prior to publication (to avoid having to republish if incorrect information is published).

- ✓ Upload published copy or affidavit of publication under attachments.

Attachments

Upload to application (other documents may be required in addition to the following):

▶ FTA Certifications and Assurances

▶ Signed Contract Clauses

▶ Signed Resolution of Intent

▶ Signed LAC Meeting Minutes (including any LAC member comments/acknowledgements/approvals separate from minutes)

▶ Published Public Notice OR Affidavit of Publication

Statewide Transit Agency

▶ **Profile**

▼ **Application**

» Checklist

» Capital Request

» Annual Budgeted OARs

» TA Forms

» **Attachments**

Submitting your Application
DUE no later than February 1, 2022

▶ Your agency has a unique PIN# that is required to submit your agency application; contact your Project Manager if you have misplaced your PIN#.

▶ Submit all Budgeted OARs prior to submitting Application

▶ Your Project Manager will receive an email notification when you submit both the budgeted OAR(s) and the application.

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Now we will review SIX other funding programs:

5310
 Specialized Services
  JARC
   New Freedom
    SDNT
     Marine Passenger

- Regular Services
- **5310**
- Specialized Services
- JARC
- New Freedom
- SDNT
- Marine Passenger

Pre-Application Tasks

Section
5310

▶ All vehicles have been driven a minimum of 520 trips the past year per vehicle (requirement waived with FY23 application).

▶ If vehicle mileage was not updated October 1-15 with 5310 Performance Measures Report, update vehicle miles between January 1-15.

Capital Requests

▶ Select the SEC 5310 funding source (program) from the drop-down list in the application. Choose STBG(STP) if your agency has been allocated Rural Task Force funding.

TA Forms and Other Requirements

Budget Data Form – 5310:

▶ Verify information – budget balanced and all funding for the agency is shown (not just the specialized funding being received by MDOT)

General Information:

▶ Verify PTMS- (Projected Ridership field must be populated if the agency applying does not submit non-financial data on their OAR)

TA Forms and Other Requirements

Section 5310 Coordinated Plan :

▶ Ensure correct coordination plan name and page number are referenced

▶ Ensure each project is shown as a separate project on the form

▶ Project Implementation – explain how and when the project will be implemented.

▶ Regular Services

▶ 5310

▶ **Specialized Services**

▶ JARC

▶ New Freedom

▶ SDNT

▶ Marine Passenger

Pre-Application Tasks

► If agency identifies that it has vehicles eligible for replacement IN APPLICATION YEAR, complete Section 5310 funding application in addition to Specialized Services Operating Assistance application.

Budgeted OAR – Specialized Services/5310

Non-Financial Schedule:

▶ Compare to prior year OAR for reasonableness; provide comment if significant changes from prior year.

▶ If agency had unspent Specialized Services funding several years in a row, provide justification for unspent funds in comments of OAR.

▶ If applicable, review Cost Allocation Plan and confirm it is up to date

TA Forms

Budget Data:

▶ Balanced budget; Total Operating Revenue equals Total Operating Expenses.

Coordination Plan for Specialized Services:

▶ Provide complete information regarding Coordination Committee.

▶ Review Annual Application instructions regarding Act 51 requirements

TA Forms

Service Description:

- ▶ If you have multiple sub-applicants, provide information for each sub-applicant.
- ▶ Amount requested is equal to or less than previous year funding.
- ▶ Verify the Applicant requested continuation amounts equals the amount requested. Estimated miles/passengers for both agency and any sub-recipients needs to equal the amount requested.

TA Forms

Service Description *(continued):*

- ▶ If applicable, provide additional information for volunteer drivers.
- ▶ Describe training efforts for BOTH agency staff and volunteer drivers.

▶ Regular Services

▶ 5310

▶ Specialized Services

▶ **JARC**

▶ New Freedom

▶ SDNT

▶ Marine Passenger

Capital Requests

Replacement vehicles that were originally funded with JARC are eligible for replacement under the JARC Program. Expansion vehicles are not.

- ▶ Select the 5316-JARC funding source (program) from the drop-down list in the application. Put the following in the comment box under the capital description details and useful life information– JARC REPLACEMENT ONLY-NO EXPANSION

Annual Budgeted OARs

▶ Make sure any lines that require "Explain in Comment Field" are populated

▶ Ensure that the passenger fares are backed out as ineligible

▶ JARC revenue should be recorded using codes 41399 (50% Federal) and 41199 (50% State)

▶ Review cost allocation plan for accuracy. If updated, send new copy to your Project Manager

Project Summary

▶ Enter funding split of 50% Federal/50% State

▶ Project Implementation and Timeline must explain how and when it will be implemented

▶ Create separate forms for each project

► Regular Services
► 5310
► Specialized Services
► JARC
► **New Freedom**
► SDNT
► Marine Passenger

Pre-Application Tasks

▶ Coordinated Public Transit-Human Services Transportation Plan and/or updates submitted and on file with MDOT

Capital Requests

Include requests for replacement/expansion vehicles, equipment, and/or the Mobility Management Program. FY23 Application cycle will not include expansion activities.

- ▶ Complete the Priority - Section 5310 Only box based on the type of project request.

- ▶ Select the SEC 5310-NF funding source (program) from the drop-down list in the application. Select Mobility Management, Vehicle, or Equipment as the Type.

Capital Requests *(continued)*

- If request is for Mobility Management, include a detailed description in the box like the following example: Funding for the mobility manager and other direct costs to the program, including marketing, travel/meals, other wages and fringes, office supplies, telephone, dues and subscriptions, other service (background checks etc.), material and supplies

Annual Budgeted OAR

▶ Ensure that the passenger fares are backed out as ineligible

▶ NF revenue should be recorded using codes 41399 (50% Federal) and 41199 (50% State)

▶ Review cost allocation plan for accuracy. If updated, send new copy to your Project Manager

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TA Forms and Other Requirements

Certification of Local Match:

▶ For operating, list each partner and their local match contribution in whole dollars next to their name

▶ Verify proper amount to match the 50% federal request

▶ For operating, if in-kind match used- the method used to compute the hourly rate must be shown

TA Forms and Other Requirements

General Information:

- ▶ Verify PTMS- (Projected Ridership field must be populated if the agency applying does not submit non-financial data on their OAR)

TA Forms and Other Requirements

Project Summary – NF:

- ▶ Verify correct split of funding 50% Federal/ 50% Local for Operating. Mobility management is 80% / 20%.
- ▶ Ensure correct coordination plan name and page number are referenced.
- ▶ Project Implementation and Timeline- should explain how the project will be implemented and when it will be implemented

TA Forms and Other Requirements

Project Summary – NF *(continued)***:**

- Separate forms must be used for each project and must be identified as continuation or expansion. If an agency is already receiving funding, that project needs to be shown separately as a continuation project with the amount that the agency is currently receiving. If an expansion project is requested, that new amount requested should be a separate project.

NOTE: no expansion funding for FY23 application cycle.

▶ Regular Services

▶ 5310

▶ Specialized Services

▶ JARC

▶ New Freedom

▶ **SDNT**

▶ Marine Passenger

Service Development and New Technology (SDNT)

SDNT

▶ Eligible Projects include activities/items that support specific goals. A list of these goals can be found in the Application Instructions.

▶ SDNT funding is NOT available if you are not a public TA and do not have vehicles, equipment, or facilities funded with federal and/or state funds.

▶ Funding for the SDNT program is actually distributed in FY prior to application year (Approved 2023 application funding requests will be awarded FY22 prior to 9/30/22).

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SDNT Pre-Application Tasks

Review SDNT Application questions and begin preparing information, data and responses to the following:

▶ Project objective

▶ Deliverables

▶ Estimated time frame (milestones)

▶ Secure regional transit agency/other agency letters of support

▶ Project budget

SDNT Application

- Project Objective addresses <u>all questions</u> listed on TA form.

- Deliverables, Milestones, and Budget information are <u>answered completely</u>.

SDNT Application *(continued)*

Title VI Information:
All recipients must have an approved Title VI plan.

UWP Requirement (for agencies is Urbanized Areas only):
Project(s) must be included in the approved MPO Unified Work Program for the application fiscal year; coordinate with MPO to ensure plans are submitted to MDOT prior to the fiscal year.

SDNT Application *(continued)*

SDNT

Attachments:

Letters of support from local TAs and local coordination committees/boards within the geographical area affected.

Letters of support are required.

▶ Regular Services

▶ 5310

▶ Specialized Services

▶ JARC

▶ New Freedom

▶ SDNT

▶ **Marine Passenger**

Capital Requests:
- ▶ Most capital requests will fall under Marine Passenger. Choose STBG(STP) for Rural Task Force projects.

Annual Budgeted OAR:
- ▶ Revenue should be recorded using codes 41101 State Operating (50%) and Local/Fares (50%)

TA Forms:
- ▶ NOTE: there are additional required TA forms IF applying for federal funds

What happens AFTER an application is submitted?

▶ MARCH- MAY OPT final review and comment letters sent out

▶ AUGUST For OPERATING, before the new Fiscal Year starts in October, OPT completes budget calculations to determine preliminary LBO (State Operating) percentages and agency amounts.

Do you want to adjust your budget?

▶ SEPTEMBER Final LBO runs are made for the fiscal year beginning October 1st.

Budgets need to be submitted so far in advance because we need to get everything compiled and finalized to present to the legislature, so it can be approved prior to the beginning of the fiscal year.

Wrap Up & Action Items

► Schedule Meetings

► Vehicle Updates

► Capital Requests

► Budgeted OARs

► TA Forms & Attachments

► Submit BOTH Budgeted OAR and Application separately

► MAKE USE OF THE NEW CHECKLISTS!

Questions?
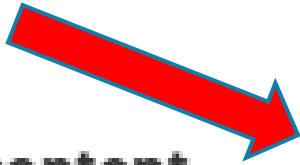
😊Contact your Project Manager!

MDOT Training Opportunities

▶ MDOT 101

▶ Accounting

▶ Compliance

▶ Procurement

▶ Monthly Tech Talks

▶ Annual Application

Michigan Public Transit Association (MPTA) and Masstrans offers other training opportunities as well, found here: https://mptaonline.org/conferences-training and https://www.masstrans.org/

Did you know? It's Online!
MDOT 101 Training Manual
What All Transit Agencies Need to Know

Training manual includes an overview of the following:

- ✓ General Overview
- ✓ Annual Application
- ✓ Compliance
- ✓ Operating Contract Requirements
- ✓ Capital Contract Requirements
- ✓ Transit Vehicles and Equipment
- ✓ Training
- ✓ Funding
- ✓ S/TIP
- ✓ Project Authorizations
- ✓ Resources

Where to find MDOT 101

[MDOT - Passenger Transportation (michigan.gov)](michigan.gov)

Resources | MDOT 101 Training Manual   ▾ | GO

MDOT / DOING BUSINESS / PASSENGER TRANSPORTATION

MDOT 101 Training Manual

MDOT 101 Training Manual

Section 1 documents

Section 2 document - State Operating Formula Percentages

Section 4 documents

Section 5 documents

Thank You
for Participating Today!